



UNITED STATES MARINE CORPS
MARINE ATTACK SQUADRON 542
MARINE AIRCRAFT GROUP 14
POSTAL SERVICE CENTER BOX 8068
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IN REPLY REFER TO:
5000
CO
19 May 17

POLICY LETTER 6-17

From: Commanding Officer, Marine Attack Squadron 542
To: All Hands, Marine Attack Squadron 542

Subj: COMMANDING OFFICER'S FAMILY READINESS CRISIS NOTIFICATION POLICY

Ref: (a) MCO 1754.9A

1. Unit, Personal and Family Readiness Program (UPFRP) MCO 1754.9A, directs the establishment of policy at the unit level by which information is disseminated to the Marines, their spouses and designated parents/extended family members in the event of a crisis. Examples of a crisis or perceived crisis for the UPFRP purpose include: potential or actual squadron aircraft mishap, fatality or serious injury of a unit member, or a base closure due to impending hurricane or other significant weather phenomena. Of note, in the event that the squadron sustains a casualty, the FRO will play no role in the casualty notification process. Any information disseminated through the UPFRP cannot interfere with or precede official Marine Corps initial casualty notification. This is important to understand, as it will drive the amount of detail that can be included in crisis notification message and updates.

2. The VMA-542 Family Readiness Officer (FRO) is Ms. Stephanie McPherson. In the event of a crisis, she will be responsible for transmitting formal correspondence from the Commanding Officer, via an appropriate method of communication. Those methods include any or all of the following:

- a) Marine Online
- b) Newsletter
- c) Email
- d) Toll Free Squadron Hotline
- e) Word of mouth

3. The goal of this notification process is to provide accurate and timely information to all Marines, Sailors, and family members, in the event of a crisis. In my absence, the Executive Officer will approve all communication and will serve in an "acting" capacity. Question regarding this policy may be referred to the Family Readiness Officer at 252-466-7395.


S. M. SCHREIBER